

PCA- Home and Community-Based Services (HCBS) Waiver County Billing Report

Purpose: Determine the amount of funds that should be reimbursed to the counties as a result of a Home and Community Based Services (HCBS) overpayment based on cost report.

Identification of Roles:

1. Accounting Assistant – Prepare County billing overpayment report.
2. Supervisor or Manager – Review and send County billing overpayment report to the Department of Human Services (DHS) Fiscal Management.

Performance Standards:

No performance standard in RFP.

Path of Business Procedure:

- Step 1: Upon receipt of amounts due from Home and Community-Based Services (HCBS) waiver providers the county billing overpayment report needs to be generated.
- Step 2: In Microsoft Access, a query is created using the cost report period as the parameters.
- Step 3: County billing data generated in OnBase (IAMM 4700 reports) is pulled into the query to determine the county share of waiver payment for the cost report period,
- Step 4: Determine the amount of overpayment for each county by calculating the percentage of reimbursement that each county contributed during the period by procedure code.
- Step 5: Send the county billing overpayment report to the Department of Human Services (DHS) Fiscal Management via e-mail.

Forms/Reports:

1. Overpayment letter
2. IAMM4700-R001, Community Based DHS Intellectual Disabilities (ID) Waiver County Billing
3. IAMM4700-R003, Community Based DHS Ill and Handicapped Waiver County Billing
4. IAMM4700-R005,
5. IAMM4700-R007, Community Based DHS Brain Injury (BI) Waiver County Billing

6. IAMM4700-R011, Community Based DHS Physical Disability Waiver County Billing
7. IAMM4700-R016, Community Based DHS Children's Mental Health Waiver County Billing
8. County Billing Access database
9. County Billing Overpayment Report

RFP References:

No RFP section

Interfaces:

OnBase

IME Core Unit

Department of Human Services (DHS) Fiscal Management

Attachments:

N/A